



SC Department of Insurance

How to add users to Company accounts.

Be advised: Company Taxes are not available until February so you will not see that as a menu option.

Visit SCDOI Homepage: www.doi.sc.gov

The screenshot shows the SCDOI homepage in a Windows Internet Explorer browser window. The browser's address bar displays <http://doi.sc.gov/Pages/default.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and search. The browser's status bar at the bottom indicates the Internet connection and a 100% zoom level.

The SCDOI homepage features a blue header with the text "SC.GOV" and "South Carolina Department of Insurance". A search bar is located in the top right corner. Below the header, a yellow navigation bar contains links for "QUICK LINKS: FAQs", "SCDOI Online Services", "Search SCDOI Database", "SCDOI Connect Login", and "Contact Us".

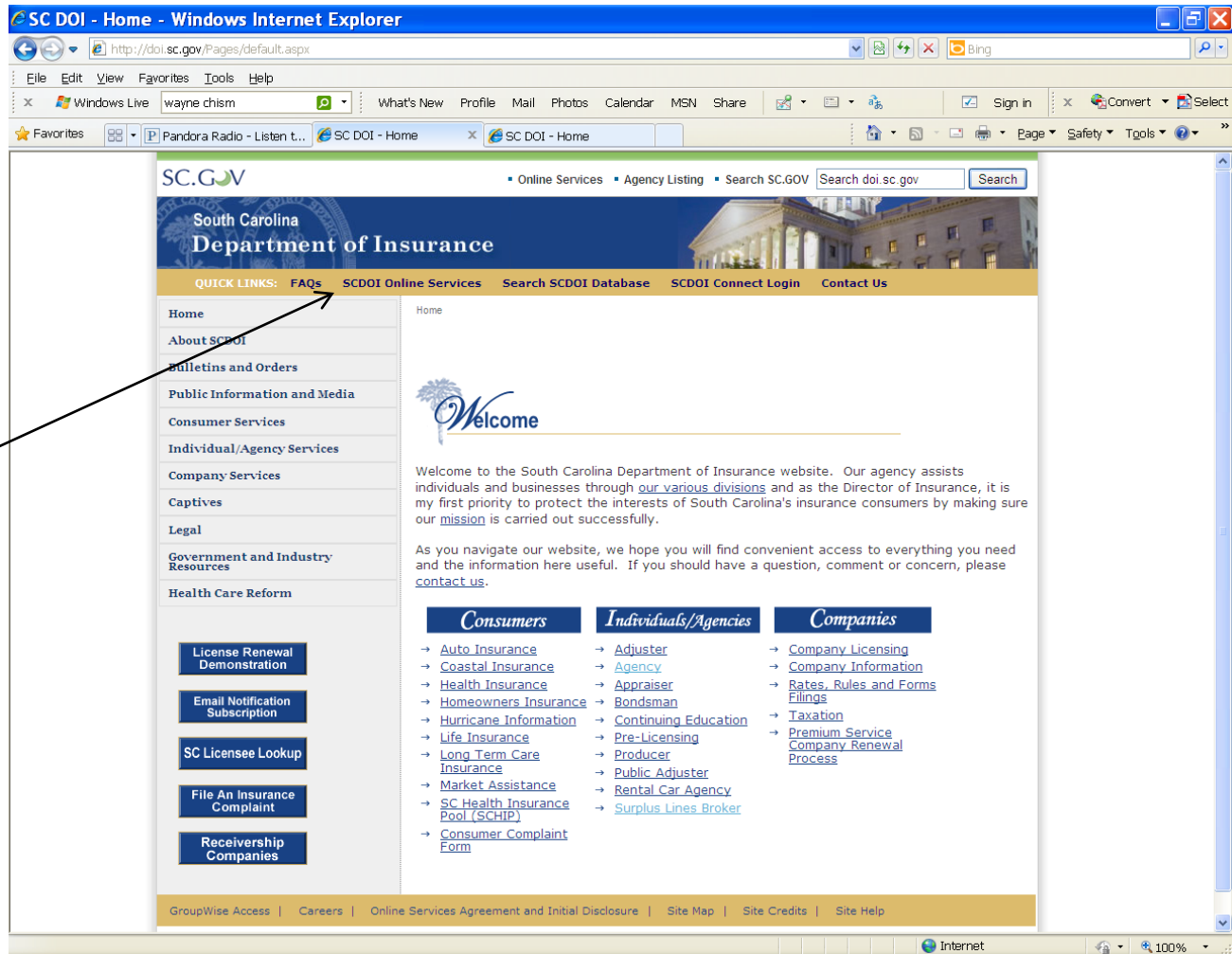
The main content area is divided into two columns. The left column contains a vertical menu with links for "Home", "About SCDOI", "Bulletins and Orders", "Public Information and Media", "Consumer Services", "Individual/Agency Services", "Company Services", "Captives", "Legal", "Government and Industry Resources", and "Health Care Reform". The right column features a "Welcome" message from the Director of Insurance, followed by a table of links organized into three categories: "Consumers", "Individuals/Agencies", and "Companies".

The footer of the website contains links for "GroupWise Access", "Careers", "Online Services Agreement and Initial Disclosure", "Site Map", "Site Credits", and "Site Help".

Consumers	Individuals/Agencies	Companies
Auto Insurance	Adjuster	Company Licensing
Coastal Insurance	Agency	Company Information
Health Insurance	Appraiser	Rates, Rules and Forms Filings
Homeowners Insurance	Bondsman	Taxation
Hurricane Information	Continuing Education	Premium Service
Life Insurance	Pre-Licensing	Company Renewal Process
Long Term Care Insurance	Producer	
Market Assistance	Public Adjuster	
SC Health Insurance Pool (SCHIP)	Rental Car Agency	
Consumer Complaint Form	Surplus Lines Broker	

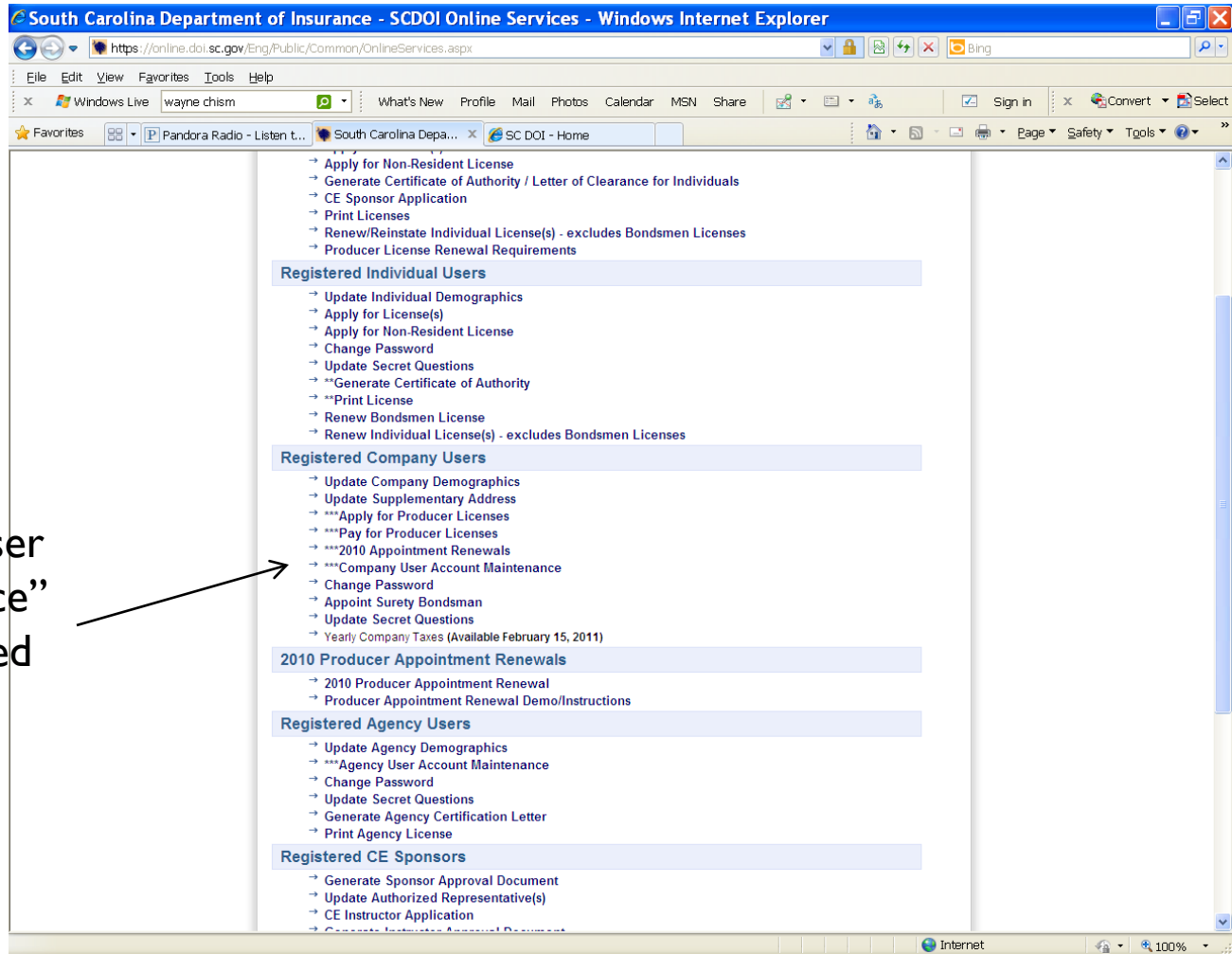
Step 1

Select SCDOI
Online Services
from within the
gold bar.



Step 2

Select “Company User Account Maintenance” under the “Registered Company Users” heading.



Step 3

Select "Company"
from the drop box.

SCDOI Online Services - Login - Windows Internet Explorer

https://online.doi.sc.gov/Eng/Members/Login.aspx

File Edit View Favorites Tools Help

Windows Live wayne chism What's New Profile Mail Photos Calendar MSN Share Sign in Convert Select

Favorites Pandora Radio - Listen t... SCDOI Online Servic... SC DOI - Home Page Safety Tgols

South Carolina
Department of Insurance

Home | SCDOI Online Services | Search SCDOI Database | Contact Us SCDOI Online Services

Login SCDOI Connect Login

Account Type: Company

*Userid: ?

*Password: ?

* Required Fields

Clear Login

Change Password Forgot Password?

If you need additional assistance, please contact IRMail@doi.sc.gov

Contact Us | SCDOI Online Services

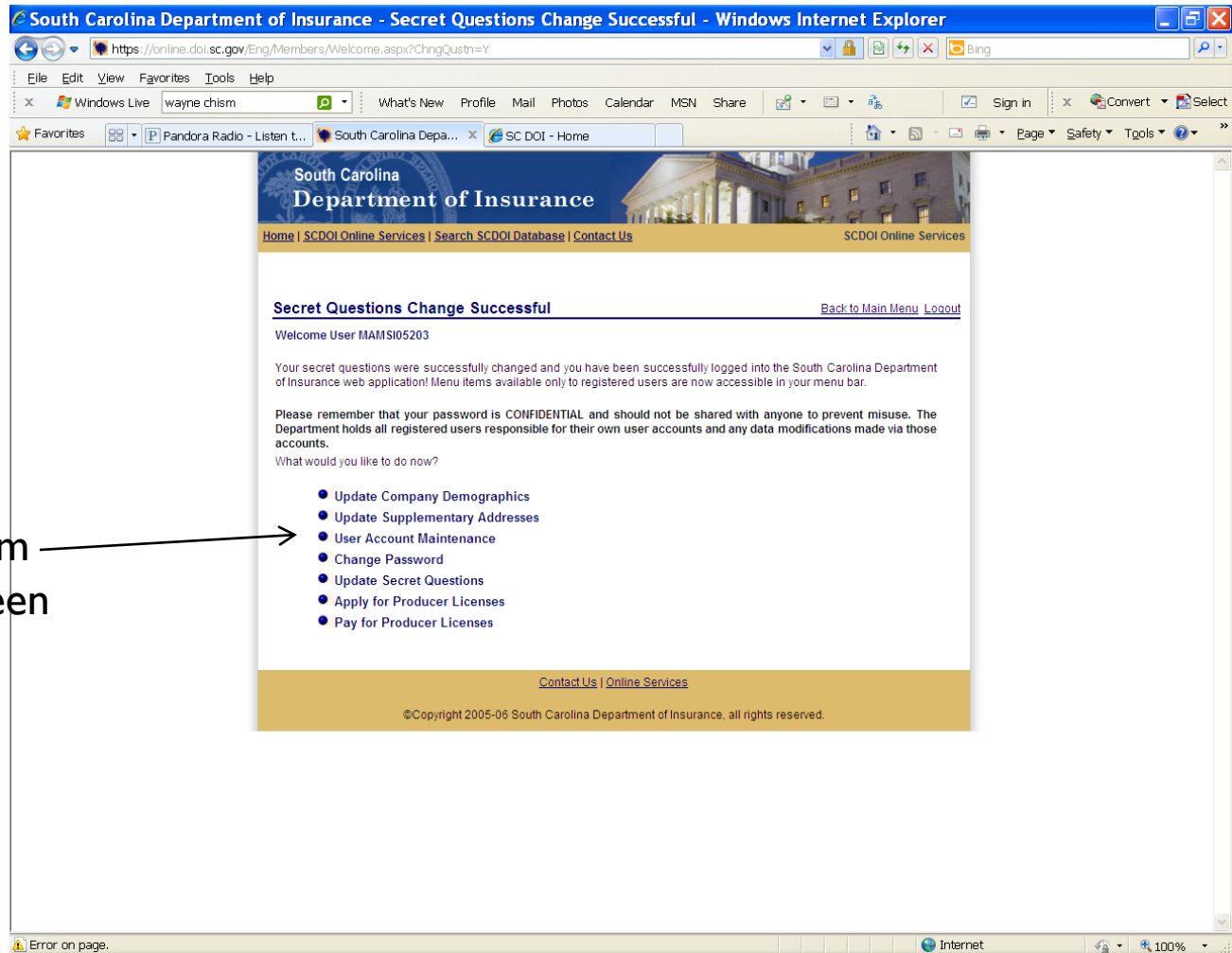
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Internet 100%

After entering your userid and password, select Login.

Step 4

Select "User
Account
Maintenance" from
the welcome screen



Step 5

Select "Add"

The screenshot shows a web browser window titled "South Carolina Department of Insurance - Company User Administration - Windows Internet Explorer". The address bar shows the URL: <https://online.doi.sc.gov/Eng/Members/Companies/UsrAcctList.aspx>. The page header includes the South Carolina Department of Insurance logo and navigation links: [Home](#), [SCDOI Online Services](#), [Search SCDOI Database](#), and [Contact Us](#). The main content area is titled "Company User Administration" and includes links for [Back to Main Menu](#) and [Logout](#). Below this, there is a summary of company information: Company Name: FIRST PROFESSIONALS INSURANCE COMPANY, INC., SC Company Code: 150989, and NAIC Code: 33383. A table displays search results with columns: Edit, Delete, User Id, Name, Phone, Email, and Disable. The table shows one result: User Id FIRST14591, Name User FIRST14591. Below the table, there is an "Add" button with a plus icon, a "Clear" button, and a "Save" button. An arrow points from the text "Select 'Add'" to the "Add" button. The footer of the page includes a copyright notice: ©Copyright 2005-06 South Carolina Department of Insurance, all rights reserved.

Edit	Delete	User Id ?	Name ?	Phone ?	Email ?	Disable ?
		FIRST14591	User FIRST14591			<input type="checkbox"/>

Step 6

Be advised that the “USER ID” will also be used as the PASSWORD when this user logs in.

Enter all the necessary information for the user and select save.

SCDOI Online Services - Add New Company User Account - Windows Internet Explorer

https://online.doi.sc.gov/Eng/Members/Companies/UserMaint.aspx?UserId=0

File Edit View Favorites Tools Help

Windows Live Bing What's New Profile Mail Photos Calendar MSN Share Sign in Convert Select

SCDOI Online Services - Add New Company ... Page Safety Tgols

Add New Company User Account [Back to Main Menu](#) [Logout](#) [Return to User List](#)

? Company Name: FIRST PROFESSIONALS INSURANCE COMPANY, INC. ? SC Company Code: 150989 ? NAIC Code: 33383

Login Information

*User Id: ? ☐ Enable ☐ Disable

User Status: ? Previous User Status: ?

Expires On Date: (m/d/yyyy) ? Expires at Time: (00:00) ?

Password Changed Date: ? Last Login Time: ?

User Status Changed Date: ? # of Login Failures: ?

Last Update: ?

User Information

*First Name: ? Middle Name: ?

*Last Name: ?

Phone: ? (###-###-####)

Email: ?

Description: ?

Administrative Privileges

Can Apply for Individual Licenses? ☐ ?

Company: Appoint Surety Bondsmen ☐ ?

Can Administer User Accounts? ☐ ?

*Required Fields

Remember to “Enable” this user’s account

Step 7

SCDOI Online Services - Add New Company User Account - Windows Internet Explorer

https://online.doi.sc.gov/Eng/Members/Companies/UsrMaint.aspx?UserId=0

File Edit View Favorites Tools Help

Windows Live Bing What's New Profile Mail Photos Calendar MSN Share Sign in Convert Select

SCDOI Online Services - Add New Company ... Page Safety Tools

South Carolina
Department of Insurance

Home | SCDOI Online Services | Search SCDOI Database | Contact Us SCDOI Online Services

Add New Company User Account Back to Main Menu Logout

Company Name: FIRST PROFESSIONALS INSURANCE COMPANY, INC. SC Company Code: 150989 NAIC Code: 33383 Return to User List

Login Information

*User Id: Enable Disable

User Status: Previous User Status:

Expires On Date: (m/d/yyyy) Expires at Time: (00:00)

Password Changed Date: Last Login Time:

User Status Changed Date: # of Login Failures:

Last Update:

User Information

*First Name: Middle Name:

*Last Name:

Phone: (xxx-xxx-xxxx)

Email:

Description:

Administrative Privileges

Can Apply for Individual Licenses? Company: Appoint Surety Bondsmen Can Administer User Accounts?

After saving you can check your "user list" by selecting the "Return to User List"